

TAXPOINT

QuickGuide

Logging on to

TAXPOINT

1. Go to www.thomson.com.au
2. Enter username and password and click GO or IP users click [IP users click here](#)



TAXPOINT HOME PAGE (IN HTML VIEW)

Drop down menu for Search Forms

Table of Contents

Fast access to featured products

Fast access to Latest Tax News and Weekly Tax Bulletin



Orange Static toolbar

Default menu bar

CHANGING PREFERENCES



The default view is HTML. Change views through the **Preferences** link located in the orange static toolbar.

To change Preferences

1. Click Preferences from the orange static toolbar
2. Select the preferred screen shot view
3. Java view displays + signs next to the yellow folders in the Table of Contents as shown in this screen shot.

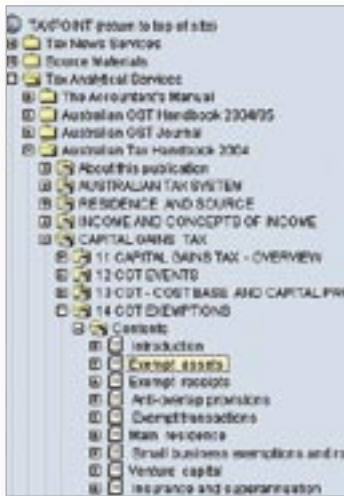
Added functionality in Java view includes:

- Searching parts of databases
- Exporting documents
- Printing multiple documents

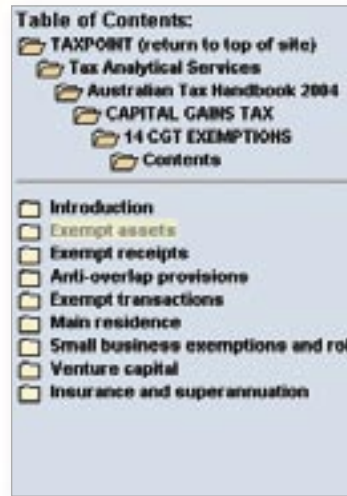
1

BROWSING THE TABLE OF CONTENTS

JAVA



HTML



The Table of Contents allows manual searching through the databases. This is useful to:

- Establish currency and coverage of the databases subscribed to
- Find and display a document ie a Ruling, a Case, a Section of Legislation, an issue of the WTB
- Browse the structure/layout of a database by chapters, titles etc

To Locate a Document

1. Single click on a folder (+ for Java) to expand/collapse the contents
2. Click on the document symbol or title to display the document



Use the **Prev Doc** and **Next Doc** buttons to move you through the table of contents while browsing.

Tip: Useful when browsing Legislation section by section.

2

SEARCHING TAXPOINT EASY SEARCH

The **Easy Search** form eliminates the need to enter operators in your search by providing a template.



1. Click on the Easy Search icon from the default menu bar or select Easy Search from the Select Search Form drop-down menu
2. Enter search words into one or more boxes, eg enter sts partnership into the exact **phrase** box and asset into the **near** box
3. Check one or more databases from the list below, or in Java view make a selection from the Table of Contents
4. Click Search

Tip: To retrieve documents where search words appear within the same sentence or paragraph use the **near** box.

Additional Search Examples

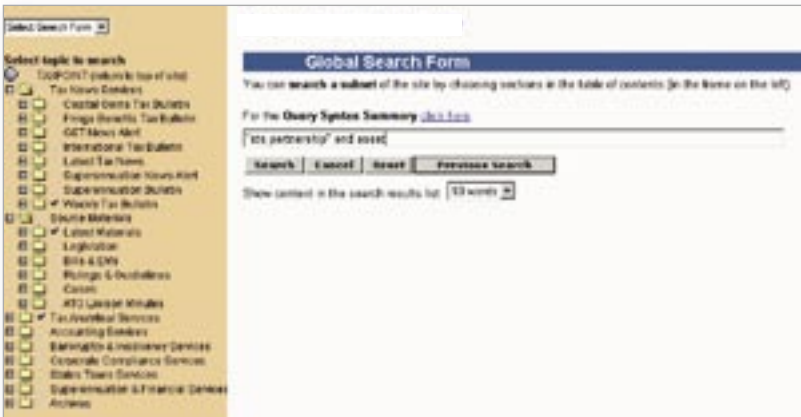
To find a Ruling – Enter ruling name into the **near** box and/or ruling number into the **exact phrase** box, eg enter search words *tax shortfall penalties* into the near box or *TR 94/3* into the exact phrase box.

To find a Section of Legislation – Enter section number into the **exact phrase** box and/or section name into the **near** box, eg enter the section number 27-5 into the exact phrase box and/or the search words *input tax credits* into the near box.

To find Commentary – Enter search words into the near box or legislation number into the exact phrase box, eg enter search words *scrip for scrip roll-over* into the near box.

Tip: Always select the relevant database or databases to narrow your search.

3 SEARCHING TAXPOINT GLOBAL SEARCH



The Global Search form is used to construct and refine a search using connectors (called operators).

Click on **click here** to display a list of available operators.

1. Enter search words into the box using operators to link terms, eg "sts partnership" and asset
2. Check one or more of the databases from the Table of Contents (Java view only)
3. Click Search

Tip: The Global Search form is useful for searching multiple phrases, eg "sts partnership" and "depreciating assets"

Additional Search Forms

There are two additional search forms available on TAXPOINT – ASIC Digest Search and Archive Search. These are designed to narrow your search to relevant fields in a database or search across archived material. To access, select the required form from the Select Search Form drop-down menu.

4 NAVIGATING THE SEARCH RESULTS & EDITING A SEARCH

Use the navigation buttons on the TAXPOINT default menu bar and/or click on the blue links available in the search results list to navigate the results.



Moves you to the next or previous search words (hits) within the result document



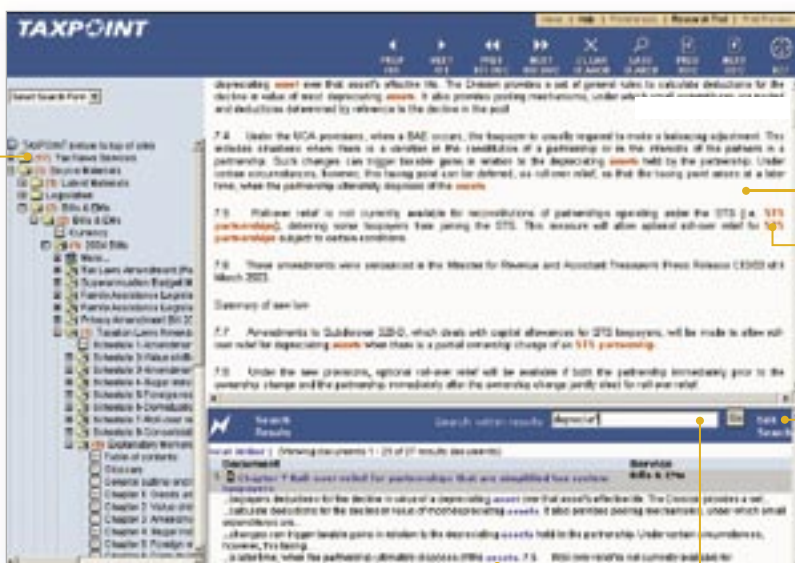
Loads the next or previous result document from the search result list



Removes the search result from the screen



Displays the current document title



Result No. 1 is displayed in the top right frame

Search words appear in red in the result document

To Edit a Search

1. Click on the **Edit Search** link located in the top right corner of the search result list
2. Add or remove search words and/or limit the number of databases selected to refine your search
3. Click Search

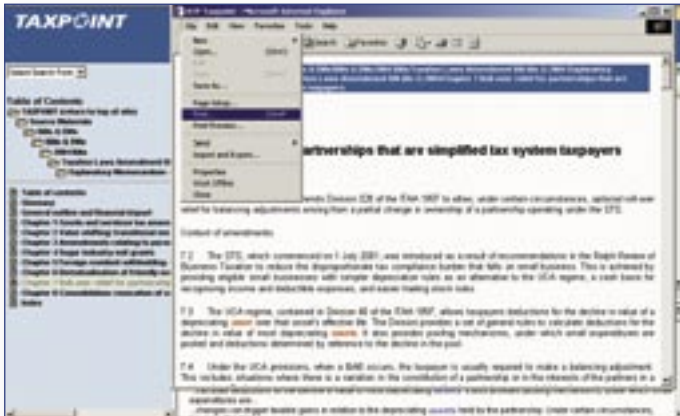
To Search within the Search Results (Refine a Search)

1. Enter search word/s into the Search within results box, eg depreciat*
2. Click Go

The Table of Contents displays in red the total number of search hits (Java view only)

Click on the blue text to display a selected document in the top right frame

HTML VIEWS



To Print, Email or Save a Document

1. Click on **Print View** from the orange static toolbar
2. From the Internet Browser click:
 - [File] [Print] to **print** the document
 - [File] [Send Page by E-mail] to **email** the document
 - [File] [Save As...] to **save** the document

JAVA VIEWS



To Print a Document/s

1. Click on **Print View** from the orange static toolbar
2. Select one of the following options:
 - Print the current document
 - Print multiple documents selected in the table of contents (up to 5 may be selected)
 - Print the current hitlist
3. Click Continue
4. Click Print

To Email or Save a Document/s

1. Click on **Print View** from the orange static toolbar
2. Click on Export Options
3. Select one of the following options:
 - Download the current document
 - Download documents selected in the table of contents
4. Click Continue
5. From your Internet Browser click:
 - [File] [Save As...] to **save** the document or
 - [File] [Send Page by Email] to **email** the document

Home | Help | Preferences | Research Trail | Print Preview

Orange Static Toolbar Links

Home – Displays the TAXPOINT homepage.

Help – Displays the help text.

Preferences – Click to select one of 4 different views.

Research Trail – Allows you to keep track of your last 20 visited links and completed searches during a session. This enables you to return to these links or repeat a search.

Print Preview – Click to print or save a document.

To Print a PDF (Australian Tax Reports)

TAXPOINT includes the facility to print a PDF copy of a case

1. Open the case in the document frame and click on:
 - Click here for PDF print version
2. Click OK to open the PDF
3. From Adobe Acrobat click:
 - [File] [Print] [OK]

Getting Help with

TAXPOINT

Technical Support

Call Digital Support 1800 020 548 (8am – 8pm Sydney time) or email LRA.Digital.Support@thomson.com

Training Support

Call 1800 020 548 or email LRA.Trainers@thomson.com

Customer Support

Call 1300 304 197 for account inquiries